

## Fair Drawings Committee and Chair

The Fair Drawings Committee solicits donations of artwork from Fair artists and sells tickets for periodic drawings to Fair attendees at the Fair. The Committee draws the winning tickets and contacts the winners to arrange pick up either at the Fair or during the week following the Fair. The Fair Drawings Chair is appointed by the Fair Chair and recruits volunteers to assist during the Fair.

### The Chair:

- Reports progress and problems to the Fair Chair and attends all Fair meetings scheduled by the Fair Chair.
- Invites the Fair Chair to all committee meetings. The Fair Chair will attend whenever possible.
- Acknowledges, by thank you note or other means, appreciation for the work done by volunteers working on this committee.
- Sets up meetings and makes all arrangements necessary with the Museum Events Coordinator.
- Reviews the content of the public section of the Guild website to determine the accuracy and currency of the information pertaining to the work of the committee, and sends any necessary changes to [guildwebmaster@heardguild.org](mailto:guildwebmaster@heardguild.org).
- At the end of the year, reviews the committee job description posted on the Guild website, and sends any necessary changes to the Fair Chair and to [guildwebmaster@heardguild.org](mailto:guildwebmaster@heardguild.org).
- Attends the Indian Fair & Market Wrap Up Meeting and submits in the annual Committee Report to the Fair Chair.

### Tasks

- Review the budget and submit any overage above \$500 to the Indian Fair & Market Chair who will need to obtain Guild Board approval for any overage.
- Attend the General Fair meetings.
- Coordinate the advance purchases of drawing tickets with the Pre-Fair Ticket Committee.
- Recruit volunteers, through the Volunteer Committee, to sell drawing tickets during the Fair, and confirm their schedules.
- Consult with the Fair, Staging, and Signage Chairs regarding booth, room, and sign needs.
- Arrange for use of Speaker's Bureau Cage and Library carts for storage of drawing items and pick up.
- Submit the list of volunteers to the Volunteer Placement Chair for badges to be made. Corporate Volunteer committee will make badges for corporate volunteers.
- Set up booth on Saturday morning of the Fair.
- Ensure the Staging group removes the drawing booth on Sunday, returns it to storage and tosses the tickets.
- Arrange with the Guild Treasurer to provide a cash box as a startup bank.
- Oversee ticket sales and the prize drawings at the Fair.
- Submit expense vouchers (with receipts) to the Guild Treasurer for payment.